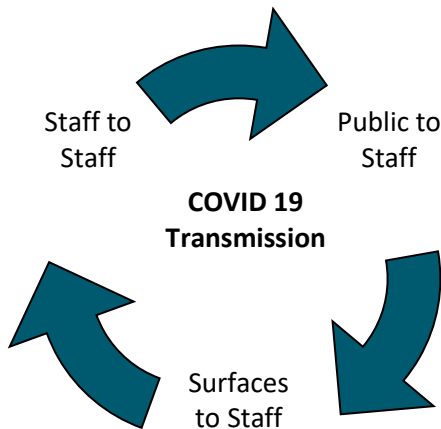




## Summary

KCCA has developed a comprehensive Safety Plan including Safe Operating Procedures with the input of management, the Joint Health and Safety Committee, staff and guidance from the Southwestern Public Health and the Middlesex London Health Units. The goal of the plan is to optimize the health and safety of our employees and the public, as well as to achieve maximum business recovery.



This plan is created to layout the expectations of the Kettle Creek Conservation Authority (KCCA) and staff during the COVID 19 Pandemic. Many of the policies and procedures outlined in this safety plan will be updated as new information is obtained and with input from KCCA staff through regular staff meetings, check-ins and review of Ministry and Health Unit guidance.

The following is a summary of key points found in this safety plan – specifics are defined within the COVID 19 Safety Plan.

In our workplaces, the risk of transmission of the COVID-19 virus is mainly through 3 sources: staff to staff, public to staff, and objects/surfaces to staff through droplet and contact transmission. Thus, efforts have been taken, as applicable, to break the chain of transmission in these 3 ways based on the hierarchy of control (examples listed below).

| Engineering/Physical Controls | Administrative Controls   | Personal Protective Equipment (PPE) |
|-------------------------------|---------------------------|-------------------------------------|
| Plexiglas Barriers            | Self Screening            | Masks                               |
| Human Traffic Patterns        | Reducing Shared Equipment | Gloves                              |
| Hand Washing Stations         | Cleaning and Disinfecting | Face Shields                        |
| Soap and Towel Dispensers     | Signage                   |                                     |
|                               | Safe Operating Procedures |                                     |
|                               |                           |                                     |

## Self-Screening/Stay Home when Sick

1. All individuals including staff, visitors, contractors, and volunteers should not enter a KCCA facility if they have symptoms of COVID-19 or tested positive for COVID-19 on a Rapid Antigen or PCR test and are required by local health/provincial health guidance to self-isolate. Campers required to self-isolate must do so at their primary residence.
2. Employees must abide by the instructions and guidance outlined in the Symptoms of Exposure to COVID-19 Factsheet if:
  - a. They have symptoms of COVID-19
  - b. They have been identified as a contact of a case
  - c. Have a household member who is ill
  - d. They have travelled
3. Employees that have a confirmed case of COVID-19 or are required to self-isolate should contact their direct supervisor immediately for direction. KCCA will accommodate staff members who are COVID-19 positive or are required to self-isolate due to COVID-19 in accordance with the Pandemic Influenza Policy.



4. If an employee becomes ill with symptoms of COVID-19 while at work, employees should mask, remove themselves from contact with others, and notify their direct supervisor for further instructions.
5. If an employee has symptoms of COVID-19, one negative result on a rapid antigen test is not sufficient to shorten isolation. If two rapid antigen tests completed within 24-48 hours of each other are both negative, the employee can end isolation when symptoms are improving for 24 hours.

## **Physical Distancing**

1. All staff and clients are encouraged to maintain social distance with others of at least 2 meters. If social distance cannot be maintained, change the process, or staff are encouraged to wear a mask.
2. Plexi-glass barriers are to be installed and maintained in indoor public spaces where transactions with unmasked public is required. For example, the gatehouse service windows and reception desk in the administration centre.
3. Due to work-from-home initiatives, the possibility of limited staff because of isolation requirements and to promote physical distancing, stakeholders will continue to be encouraged to visit the Administration Centre by appointment only. Gatehouses will remain closed to the public for the 2022 season.
4. Staff are encouraged to remain 6 feet apart and meet in areas outside with good ventilation. Meetings indoors should be limited to areas where 6 feet separation between participants can be maintained. Where work needs to be conducted that does not provide for physical distancing staff are encouraged to wear face coverings. Until further notice the capacity limit in the Board Room is 12 people.
5. Where possible, staff should travel to work sites individually in a fleet vehicle or their personal vehicle to maintain the 2 meter (m) radius recommendation for social distancing. When travelling with other staff, consideration should be given to the individual preferences for PPE use (ie. Masking). Where travel cannot be accommodated in separate vehicles it is recommended that staff wear face coverings while in a shared vehicle; windows should be open slightly to provide for air flow and vehicles with a back seat should be prioritized to allow staff to respect physical distancing within the vehicle.
6. Staff are still encouraged to conduct as many meetings as possible electronically and outdoors where physical distancing can be maintained. Staff are encouraged to request/review safety plans and protocols of any off-site indoor meetings to determine their level of comfort that current COVID-19 protocols are in place and being followed.
7. Adjust entry and exit to buildings to avoid congested areas (i.e. for example staff working in the basement of the administration centre should enter and exit out of the basement entry).

## **Cleaning, Disinfecting and Hand Hygiene**

1. Staff should perform hand hygiene before commencing work.
2. Staff should wash or sanitize hands after touching all 'high touch areas'. High touch areas include any surface that multiple people may come into contact with including but not limited to: doorknobs, shared office equipment; tools and garbage receptacles. Where possible staff should be assigned their own hand tools.
3. Workspaces should be cleaned at the start of each shift and periodically throughout the day by the person using that space.
4. The Authority will continue to have the office's high touch areas cleaned twice weekly.



## Face Coverings/Masks

1. KCCA will maintain a mask-friendly environment. While masks are not mandatory in public areas or to interact with staff they are encouraged and welcomed. Users wishing to interact with staff wearing a mask are asked to identify that preference.
2. Likewise, the option to wear a face mask/covering for health and safety is available to all KCCA staff and volunteers.
3. KCCA will follow all mandates on the use of face coverings implemented by government and/or medical officers of health and local health units – up to and including mandating the use of face coverings in all public spaces. Please refer to the following website for guidance on when you are required to wear a mask: <https://www.ontario.ca/page/face-coverings-and-face-masks#section-0>
4. Staff may use a face covering when interacting with members of the public without reprisal and are encouraged to wear a face covering when interacting with campers on their campsite or in a crowded public space.

The COVID-19 Safety Plan is updated as required and through input and feedback from staff. Management and the Health and Safety Coordinator will review the policy on a monthly basis to ensure policies and procedures are still relevant to the current provincial and health unit guidance. All updates to the plan and safe operating procedures will be distributed to all staff through KCCA's HRDownloads application.

Should you have any recommendations or concerns, please contact your supervisor, Scott Pinnell/Health and Safety ([scott@kettlecreekconservation.on.ca](mailto:scott@kettlecreekconservation.on.ca)) Coordinator or Elizabeth VanHooren General Manager/Secretary Treasurer ([elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca)) or by calling 519-631-1270 ext. 222.

## Appendices to this Policy

Appendices are available on the corporate network or through your HRDownloads log-in. Please ask your supervisor.

### **Policies In Effect as of April 2022**

1. Pandemic Influenza Like Illness
2. Symptoms or Exposure to COVID-19 Fact Sheet (Southwestern Public Health)
3. Hand Washing
4. How to Remove Gloves
5. How to Wear a Mask